

# **eVA State Entered Vendors (SEV) Process To Create Accounts**

## **Overview**

This document provides guidance and information on the procedures and processes for authorized users to enter State Entered Vendors as part of the Commonwealth of Virginia Procurement Vendor Data Standard.

## **Authorized Users**

Agencies/Institutions determine which users have access to the functionality for entering State Entered Vendors. It is recommended that these users come from the staff that manages the Agency/Institution vendor file. Access will be granted using the existing User Management and User Bulk Load functionalities in eVA. Agencies/Institutions will work with their eVA Security officer and DPS Account Executive to establish user accounts. Any questions or requests for user access should be directed to the agency's DPS Account Executive.

## **On-Line State Entered Vendor Entry/Submittal**

This eVA functionality allows authorized users to enter and submit a vendor location as a State Entered Vendor. This functionality is accessed through the VSS Admin application module via the normal Buyer Login of eVA.

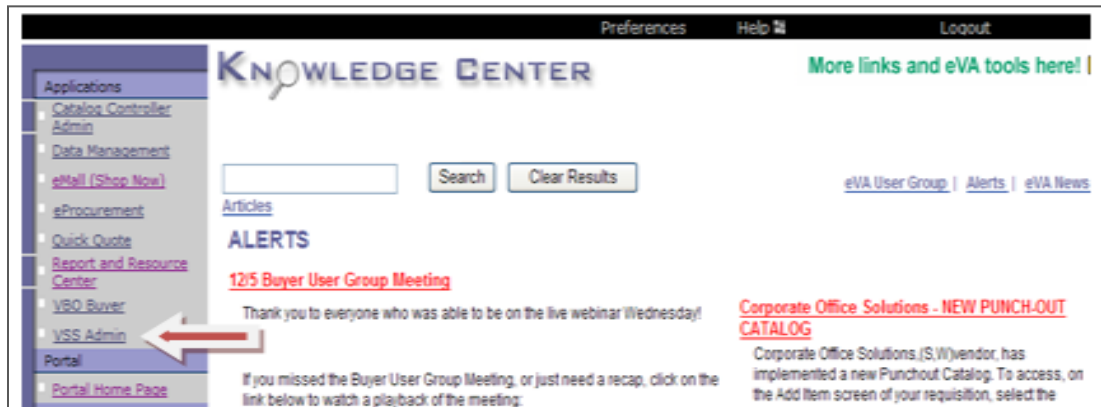
It is important to supply complete and accurate vendor information. In cases where phone numbers and email addresses are absolutely unavailable the standard for entering the required information is:

For no phone or fax number use: **000-000-0000**

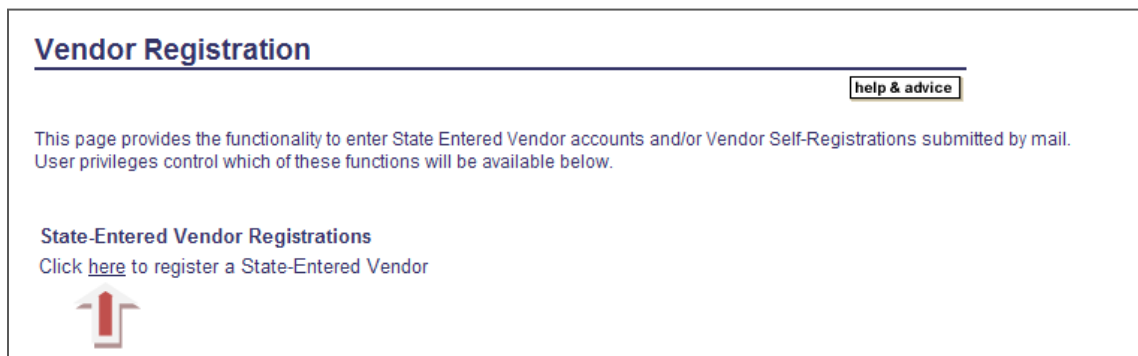
For no eMail address use: [none@none.none](mailto:none@none.none)

## Data Entry Process

**Step 1:** Log into eVA and access the State Entered Vendor entry application via the VSS Admin module.



**Step 2:** On the Vendor Registration Screen, under the State Entered Vendor Registrations section, click 'here'.



**Step 3:** On the State Entered Vendor Search Page enter the vendor's Taxpayer Identification Number (TIN), Tin Type, and Zip Code.

### State-Entered Vendor Search

help & advice

Enter Taxpayer ID, TIN Type and Zip Code to perform search.

Taxpayer ID:

TIN Type: ☒ EIN ☐ SSN

ZIP Code:

	eVA Vendor ID	Vendor Location ID	Vendor Location Standard Name	Location name	Address	Contact	Organization Type	TIN	TIN Type	DUNS	Registration Type	Registration Type Status	Vendor Active Status
First	Prev	Next	Last										

**Step 4:** Click Search. In an effort to prevent duplications, the system will identify any existing eVA vendor location accounts with the same TAX ID. If any are found they will be returned with the Physical address displayed. You should determine if the existing location is sufficient for your ordering purposes. If yes, you should select **Quit**. If no, you should select **New Location** and proceed to enter as a location to the existing registration.

### State-Entered Vendor Search

help & advice

Enter Taxpayer ID, TIN Type and Zip Code to perform search.

Taxpayer ID:

TIN Type: ☒ EIN ☐ SSN

ZIP Code:

	eVA Vendor ID	Vendor Location ID	Vendor Location Standard Name	Location name	Address	Contact	Organization Type	TIN	TIN Type	DUNS	Registration Type	Registration Type Status	Vendor Active Status
✓ <a href="#">New Location</a>	E1021	VA10000384	Santi Exotic Animals	Santi Exotic Animals of Richmond	111 Santi Way Santi, VA 23211	Gene Santi	General Partnership	123456787	EIN	123456782	State-Entered	Approved State-Entered	Inactive

**Step 5:** The System will automatically check whether there is a matching vendor record in the DMBE SWaM certification database and if so, retrieve vendor data from their database. The data will be used to pre-populate corresponding eVA fields in Step 6 below as well as the vendor SWaM certification information.

**Step 6:** To continue click 'New SEV Registration' or 'New Location'. Additional screens will be presented for entry of specific vendor data.

- **Location Information.** Enter Vendor Location Standard Name (required), Location Name (required), DUNS Number (optional), and Web address (optional). Click Next.

**Step 1: Location Information** [Next >](#)

Please complete all required fields which have been denoted with a red asterisk (\*) and any additional information you would like to provide.

**▼General Information**  
Please complete this information that will be used to define your organization and create your legal name.

eVA Vendor ID : VS0000002113 Vendor Location ID : VA00001048

\*Vendor Location Standard Name :   
*As it would be displayed to buyers*

\*Location Name :   
*e.g. Roanoke Office*

DUNS Number :   
*9 digits (no dashes)*

Web Address :   
*Please include http:// or https://*

[Next >](#)

- **W-9 Information.** Enter Organization Type (required). All other fields are optional. Click Next. (Please note you will not perform this step when adding a new location)

**Step 2: W-9 Information** [< Back](#) [Next >](#)

Please enter information from your W-9 form (Request for Taxpayer Identification Number and Certification).

**▼Taxpayer ID Information**  
Complete the information below.

\*Taxpayer ID Number : 123456788

\*Taxpayer ID Number Type : EIN

\*Organization Type :

Supplemental Organization Type :

Name (as shown on tax return) :

First Name :

Last Name :

Address :

City :

State :

ZIP Code :

Country :

LLC Classification :

Tax Exempt :

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- **Address Information.** State Entered Vendors require only one address. This address will be used for all account addresses including Ordering, Payment, Physical, etc. Enter Address and Contact Information (required). Click Next.

**Step 3: Address Information**

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Next >

Please enter the Address Information of your company.

**▼Address Information**  
Please complete the address information below.

\*Street 1 :

Street 2 :

\*City :

State/Province :

\*Zip/Postal Code :

\*Phone :

Format XXX-XXX-XXXX

Phone Extension :

\*Country :

Will default to US if a state is selected

**▼Contact Information**  
Provide a contact by completing the information below.

Principal Contact :

\*Contact First Name :

\*Contact Last Name :

\*Email :

\*Retype Email :

\*Phone :

Format XXX-XXX-XXXX

Phone Extension :

\*Fax :

Format XXX-XXX-XXXX

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- **Attach Files.** Please attach W-9 form. Click Next. (If you do not have a W-9 at time of submission you may fax it to **804-786-3883**)

**Step 4: Attach Files**

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Next >

Please attach any supporting files such as a signed copy of your W9 form.

[Add your Attachments](#)

Your Attachments :

Delete	File Name	Date	Description	Attachment Type
First	Prev	Next	Last	

< Back

Next >

Additional Resources & Information:

**Step 7:** A summary screen will be displayed showing all of the information entered. Click 'Submit Registration' to submit the State Entered Vendor. Verify and Submit the State Entered Vendor Registration.

**Verify & Submit Registration**

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What's Next?:

- To change the information you entered, Click any of the Step links on the left or click the Back button.
- Print Registration ➡ [Print Friendly](#)
- Click the Submit Registration button below to complete your registration.

Submit Registration

Quit Registration

**Step 1: Location Information**

▼General Information

eVA Vendor ID : VS0000002114    Vendor Location ID : VA00001049

VA Location Standard Name : Foster Printing

Location Name : Richmond

DUNS Number :

Web Address :

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**Step 2: W-9 Information**

▼Taxpayer ID Information

Taxpayer ID Number : 123456789

Taxpayer ID Number Type : EIN

Organization Type : Corporation (Incorporated)    LLC Classification :

Supplemental Organization Type :    Tax Exempt :

Name (as shown on tax return) : Foster Printing

An 'Acknowledgement' email will be sent confirming submission of the State-Entered Vendor for review. Once reviewed, if approved, an 'Approval' email will be sent. If denied, a 'Denial' email will be sent indicating the reason for the denial. The emails will include the contact information for the COVA eVA Customer Care Team.

## **SAMPLE eMAILS to Authorized Users Submitting a State Entered Vendor**

### **Acknowledgement eMail:**

-----Original Message-----

From: NORETURN@DGS.VIRGINIA.GOV [mailto:NORETURN@DGS.VIRGINIA.GOV]

Sent: Thursday, November 29, 2012 12:45 PM

To: Beasley, Victoria (DGS)

Subject: Your eVA State-Entered Vendor request for Accounting Plus has been received.

uat testp5:

You have successfully created and submitted a State-Entered Vendor registration for the vendor listed below. The eVA Vendor Support Team will review the vendor information for approval or denial and you will be notified of the decision. If denied, you will be contacted to determine any next actions.

#### **Please note\***

If you did not attach a W-9 when you submitted your State Entered Vendor, please fax the company's W9 Form to 804-786-3883.

#### **Submitted vendor information:**

eVA Vendor ID	: VS0000002103
VLIN	: VA00001034
Ordering DUNS	: DB0000075
Vendor Location Standard Name	: Accounting Plus
Location Name	: Richmond
Address	: 100 E. Broad Street , Richmond VA
12345	
Contact	: John Doe, none@none.com, fax:555-
555-5555, phone:555-555-5555	

Please do not respond to this email as it is automatically generated. If you have questions regarding this notification please contact eVA Customer Care @ 1-866-289-7367 or [evacustomer@care@dgs.virginia.gov](mailto:evacustomer@care@dgs.virginia.gov).

Thank You!

**Approval eMail:**

-----Original Message-----

From: NoReturn@dgs.virginia.gov [mailto:NoReturn@dgs.virginia.gov]

Sent: Thursday, November 29, 2012 12:50 PM

To: Beasley, Victoria (DGS)

Subject: ADVMAIL: Your eVA State-Entered Vendor request for Accounting Plus has been Approved

uat testp5,

Your State-Entered Vendor submission has been approved. The vendor location below will be available in the eMail for purchasing tomorrow.

**Please note\***

If you did not attach a W-9 when you submitted your State Entered Vendor, please fax the company's W9 Form to 804-786-3883.

Approved vendor information:

eVA Vendor ID: VS0000002103

VLIN: VA00001034

Vendor Location Standard Name: Accounting Plus

Location Name: Richmond

Address: 100 E. Broad Street, Richmond, VA 12345

Contact: John Doe, none@none.com, 555-555-5555, Fax: 555-555-5555

Please do not respond to this email as it is automatically generated. If you have questions regarding this notification please contact eVA Customer Care @ 1-866-289-7367 or [evacustomer@dgs.virginia.gov](mailto:evacustomer@care@dgs.virginia.gov).

Thank you!



**Denial eMail:**

-----Original Message-----

From: NoReturn@dgs.virginia.gov [mailto:NoReturn@dgs.virginia.gov]

Sent: Thursday, November 29, 2012 12:48 PM

To: Beasley, Victoria (DGS)

Subject: ADVMAIL: Your eVA State-Entered Vendor request for Accounting Plus has been Denied

uat testp5,

Your State-Entered Vendor submission has been denied The denial reason is: Vendor failed IRS verification. Please submit a W-9.

Denied vendor information:

eVA Vendor ID: VS0000002103

VLIN: VA00001034

Vendor Location Standard Name: Accounting Plus

Location Name: Richmond

Address: 100 E. Broad Street, Richmond, VA 12345

Contact: John Doe, none@none.com, 555-555-5555, Fax: 555-555-5555

Please do not respond to this email as it is automatically generated. If you have questions regarding this notification please contact eVA Customer Care @ 1-866-289-7367 or [evacustomercore@dgs.virginia.gov](mailto:evacustomercore@dgs.virginia.gov).

Thank you!

